

**California Department of Human Resources
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: CalHR Human Resources Credentialing Program	REFERENCE NUMBER: 2016-019
DATE ISSUED: July 11, 2016	SUPERSEDES:

This memorandum should be forwarded to:

**Personnel Officers
Employee Relations Officers
Transactions Supervisors
Equal Employment Opportunity Officers**

FROM: California Department of Human Resources
Personnel Management Division

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As part of the Civil Service Improvement (CSI) initiative, the California Department of Human Resources (CalHR) created the Human Resources (HR) Credentialing Program. Launched as a pilot program in 2015, the program is now expanding statewide.

Background

In 2014, Civil Service Improvement (CSI) efforts were initiated to streamline and modernize our statewide human resources processes. A key component of an effective civil service system is a high-performing human resources structure. In order to adequately address this, the proficiencies that contribute to success in human resources functional areas must be measured and—when appropriate—recognized. The HR Credentialing Program was developed to recognize State of California HR professionals who possess expertise in one or more HR functional area. The program will assess human resources proficiencies, promote professional recognition, and foster a culture of continuous learning amongst human resources professionals.

While there are opportunities for HR professionals to become certified or credentialed in broad HR competency areas through various professional organizations, there are no programs that specifically assess and recognize the specific expertise gained by State of California HR professionals.

In the fall of 2015, a pilot program was rolled out consisting of HR Credentialing examination modules in the following three HR functional areas to a small number of departments:

- Classification and Compensation
- Recruitment and Selection
- Workforce and Succession Planning

The examinations are in-person multiple-choice assessments, and cover a broad variety of topics within each functional area.

The pilot was a success and CalHR recognized 30 HR professionals who successfully obtained one or more credentials.

Statewide Launch

With the success of the pilot, CalHR is pleased to offer a statewide release of all three examination modules. The application period for these exams begins July 11, 2016 and ends August 5, 2016.

To apply for a credential, candidates must submit a standard state application ([STD 678](#)) or a PDF of their CalCareer application, as long as it contains the required information. The application must contain the necessary information to allow the reviewing committee to verify that the applicant (1) is a current state civil service employee, and (2) has at least three years of experience performing duties in a state HR work environment.

More details regarding the program, including a detailed description of each examination module and recommended preparation material, can be found at <http://calhr.ca.gov/state-hr-professionals/Pages/HR-Credentialing-Program.aspx>

Future Credentialing Opportunities

CalHR is finalizing examinations in the following functional areas:

- Civil Rights/Equal Employment Opportunity
- Health and Safety
- Labor Relations
- Performance Measurement and Management
- Training and Development

CalHR anticipates a statewide rollout of these examinations in 2017.

We encourage all state HR professionals with the required experience and knowledge to consider applying for and taking these credentialing examinations. We also encourage all state leaders to encourage HR professionals to take advantage of this opportunity.

PML 2016-019
July 11, 2016
Page 3

For questions related to this PML, please visit:
<http://calhr.ca.gov/state-hr-professionals/Pages/HR-Credentialing-Program.aspx>
or contact us at HRcredentialing.coordinator@calhr.ca.gov.

/s/Bryan Baldwin

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